

Indent Commands and Tab Settings:

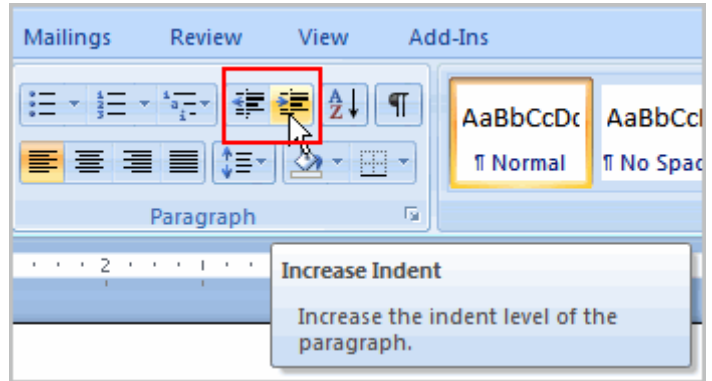
Using the Tab key to **indent multiple lines** can make formatting difficult if you add or remove text later. Indenting multiple lines is best done using the commands.

Indent commands on the HOME tab.

Select the text you wish to indent.

Click the **Increase Indent** command to **increase** the indent. The default is 1/2 an inch. You can press the command multiple times.

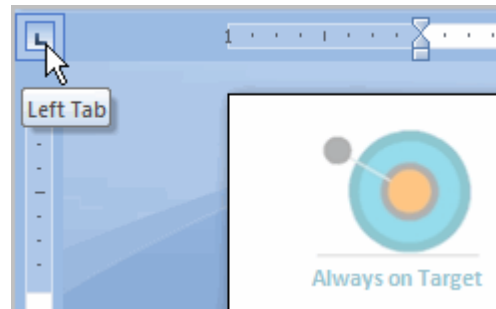
Click the **Decrease Indent** command to **decrease** the indent.




The Tab Selector


The **tab selector** is above the **vertical ruler** on the left. Hover over the tab selector to see the name of the type of tab that is active.


To display ruler on VIEW tab




The tab options are:


First Line Indent : Inserts the indent marker on the ruler and indents the first line of text in a paragraph.

Hanging Indent : Inserts the hanging indent marker and indents all lines other than the first line.

Left Tab : Moves text to the right as you type.

Center Tab : Centers text according to the tab.

Right Tab : Moves text to the left as you type.

Decimal Tab : Aligns decimal numbers using the decimal point.

Bar Tab : Draws a vertical line on the document.

To Set a Tab Stop to Indent the First Line of Text:

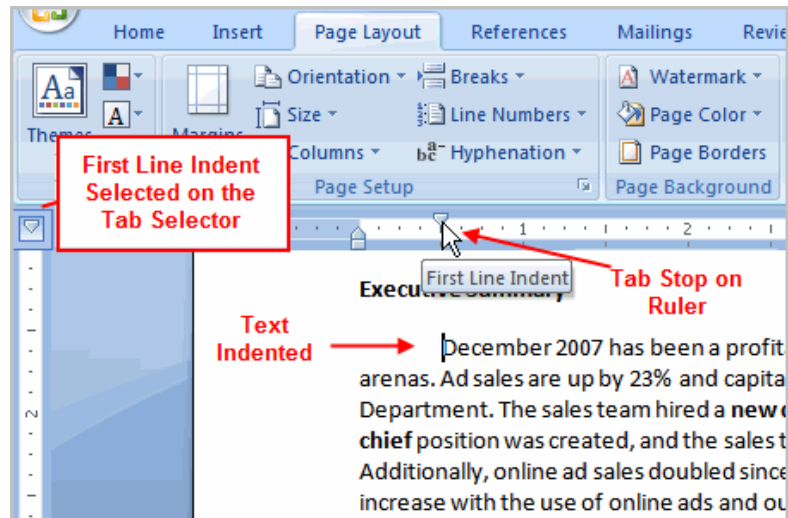
Click the **tab selector** until the **First Line Indent** icon is visible.

Left-click at any point on the **horizontal ruler**. The First Line Indent icon will appear.

Press the **Enter** key to start a new paragraph and your insertion point will automatically indent to that point. I

To move a tab stop once you have inserted it, left-click and drag the tab stop back and forth on the ruler.

You can set the **Hanging Indent** the the same way; however this tab stop changes all the **other lines** in a paragraph.



To Set the Left, Center, Right, and Decimal Tab Stops:

Click the **tab selector** until the tab stop you wish to use appears.

Left-click the **location on the horizontal ruler** where you want your text to appear.

Press the **Tab** key to reach the tab stop.

